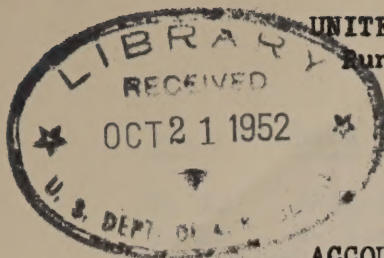


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UNITED STATES DEPARTMENT OF AGRICULTURE
Rural Electrification Administration
Washington 25, D. C.

AA 300

February 1, 1952

ACCOUNTING AND AUDITING MEMORANDUM 300

SUBJECT: Indexing System for Accounting and Auditing Memoranda

This memorandum establishes a new series of instructions and interpretations to be known as Accounting and Auditing Memoranda, which will be issued to borrowers, contractors, engineers, suppliers, and other interested persons outside REA, as well as the REA staff. The new series supersedes Finance Division Bulletins, SL's, and Finance Memoranda. The Accounting and Auditing Division Memoranda will be identified as prescribed by Administrative Bulletin No. 84-R1 dated February 7, 1951.

Memoranda issued jointly with other divisions will bear the index number assigned by each division. Supplements will not be issued. Memoranda requiring changes or additions will be completely revised and reissued using the original number. Revised memoranda, however, will be further identified with the suffix "R" followed by "1" for the first change, "2" for the second, etc. A memorandum becoming obsolete will be cancelled by notice. A cancelled number will be reissued only in case the original memorandum is reactivated.

For indexing and grouping purposes the new series will be numbered and classified as follows:

1 - 299	Electrification - Accounting
300 - 499	Electrification - General
501 - 699	Telephone - Accounting
700 up	Telephone - General

All previously issued Finance Memoranda, SL's, and Finance Division Bulletins are classified in three categories, as follows:

- (1) Those replaced by Accounting and Auditing Memoranda being issued concurrently as follows:

<u>No.</u>	<u>Date</u>	<u>Subject</u>	<u>Replaced by</u>
SL 35	4-4-39	Accounting Procedure for Employee Retirement and Group Insurance	AA 7
(SL 39	12-27-49	Elimination of Account 393, Donations)	
(in Aid of Construction - Credit	AA 2
(FM 2	9-19-50	Revision of Items in the Uniform	
(System of Accounts	
SL 40	1-20-50	Capitalizing Substation Transformers	AA 6
FM 1	5-18-50	Accounting Procedure for Conversion of Small Transformers to Larger Capacities	AA 8

(2) Those in process of revision:

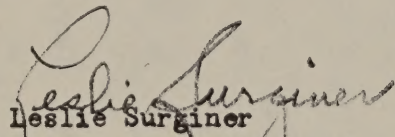
<u>No.</u>	<u>Date</u>	<u>Subject</u>
SL 17	10-1-48	Accounting Treatment for Cost of Construction under Engineering Memorandum No. 170
SL 23	9-16-47	Questions and Answers on Important Phases of REA Accounting
SL 24	12-11-47	Service Assembly Units - Account 359
SL 28	9-16-48	Accounting Procedure for Delayed Maintenance and Operating Expense, and Unusual Expenses Resulting from Storm Damage and Other Catastrophies
SL 32	5-21-48	Computation of Depreciation on Distribution Plant
SL 36	4-6-49	Charging and Amortizing Intangible Plant

(3) Those cancelled effective with this memorandum:

FB 20	Rev. 10-2-45	Reserve for Uncollectible Accounts - Electric Consumers
FB 21	7-22-43	Insurance Costs
FB 22	10-20-42	Record Keeping Required for Wage and Hour Division
SL 1	3-1-45	Amended Instructions for Preparing Monthly Report
SL 2	5-1-45	Binders for REA Accounting Instruction Booklets
SL 3	5-14-45	Requesting Funds for the Purchase of General Plant
SL 4	3-3-45	Information Return, Treasury Dept. (Form 990 (Rev. 5-44))
SL 5	5-15-45	Advances for Equipment Purchased Under Group Purchase Procedure
SL 6	6-1-45	REA Manual of Accounts - Revised Sheets
SL 7	7-21-45	Interpretations of REA Manual of Accounts as They Apply to REA Cooperatives
SL 8	8-31-45	Approved REA Forms
SL 9	11-15-45	Charging and Amortizing Intangible Plant
SL 10	10-11-45	Construction Advances
SL 11	3-5-46	Systems' Depositories
SL 12	11-13-45	Accounting Instruction Engineering Memorandum No. 145-R2
SL 13	2-13-46	Supplemental Instructions for Charging and Amortizing Intangible Plant
SL 14	12-10-45	Adjusting and Closing the Books
SL 15	Reissued 10-1-48	Form FI-121A, Financial Requirement Statement; Form FI-121B, Expenditure Report; Form FI-40, Public Voucher for Payment
SL 16	Revised 5-25-48	Computation of Depreciation Retroactively to Date of Energization
SL 18	12-9-46	Adjusting and Closing the Books
SL 19	Reissued 10-1-48	Verification of Accumulated Interest Amounts on New Notes Issued Since 9-21-44
SL 20	1-16-47	Steps to be Taken Before Inaugurating the Capital Credits Plan

<u>No.</u>	<u>Date</u>	<u>Subject</u>
SL 21	2-25-49	Installation of Revised System of Accounts
SL 22	8-15-47	Account 359 - Services
SL 25	12-1-47	Procedure for Completion of Inventories Covering Construction of Sections by Force Account
SL 26	8-29-47	Revised Procedure in REA Offices for Processing Expenditure Reports
SL 27	12-18-47	Adjusting and Closing the Books
SL 29	2-27-48	Current Finance Division Publications
SL 30	12-21-48	Adjusting and Closing the Books
SL 31		Never Issued
SL 33	3-15-49	Revision - Depreciation Rate Communications Equipment
SL 34		Never Issued
SL 37	4-25-49	Method of Handling Overhead Costs on Force Account Construction
SL 38	12-20-49	Adjusting and Closing the Books
SL 41	1-19-50	Increase in Rate of U. S. Social Security
FM 400	11-22-50	Increased Insurance on Bank Deposits

The foregoing lists, together with the cancellations effected by SL 29 dated February 27, 1946, constitute all issued Finance Memoranda, SL's, and Finance Division Bulletins.


Leslie Surginer
Chief, Accounting and
Auditing Division

